

Determining Relative Value for Evaluation Criteria

- 1) Determine the total number of points for the RFP.
- 2) List all elements to be scored in the evaluation of the RFP.
- 3) Begin by ranking the first scored element against the second. If the first is deemed more important than the second, the first receives a checkmark.
- 4) Then rank the first element against the third, giving the more important element the checkmark.
- 5) Continue in this manner through the entire list. Then return to the second element and rank it against the following elements in the same manner. Repeat this process until all elements have been ranked against each other.

NOTE: If a single element receives no checkmarks, give that element a single checkmark and add one to each of the other elements.

- 6) Total all the checkmarks.
- 7) Total each element's number of checkmarks.
- 8) Using the following formula, determine the points to assign each element:

checkmarks per element / total number of checkmarks x total points = assigned points

EXAMPLE:

✓✓✓✓✓✓✓✓1.	8 total	$8/45 \times 100 = 18$ points (rounded)
✓✓✓✓✓✓1.a	5 total	$5/45 \times 100 = 11$ points
✓✓✓✓1.b	4 total	$4/45 \times 100 = 9$ points
✓✓1.c	2 total	$2/45 \times 100 = 4$ points
✓✓✓✓✓✓2.	6 total	$6/45 \times 100 = 13$ points
✓✓✓2.a	3 total	$3/45 \times 100 = 7$ points
✓✓✓✓✓✓✓✓2.b	7 total	$7/45 \times 100 = 16$ points
✓3.	1 total	$1/45 \times 100 = 2$ points
✓✓✓4.	3 total	$3/45 \times 100 = 7$ points
✓✓✓✓✓✓5.	<u>6 total</u>	$6/45 \times 100 = $ <u>13 points</u>
100 total points allowed	45	100 points